# Work Smart by Link3 IT

Work Smart: PC Refresh

# Now your Laptop has a new look, what’s next?

IT team is working tirelessly to deploy new software’s on your laptops, like genuine Microsoft Windows 7 Professional (x64) operating system, genuine Microsoft Office Pro Plus & System Center Endpoint Protection (Antivirus), which in turn will cater to a central unified communication system for Link3 Technologies Ltd. Some of you may already have enjoying this advantage.

**Do’s:**

1. Do keep your laptop in a tidy manner. Please do not create too many “**Documents**” or “**Folder’s”** on the desktop. This will degrade your system performance significantly.
2. Always store your documents in a different partition, other than your “**C**” or Windows Boot drive.
3. Backup your documents periodically. Arrange them properly folder wise, so that Windows can index them properly, to search your documents.

**Don’ts:**

Six Simple Ways to Keep Outlook Mail PST Corruption at Bay.

Outlook Data File (PST), the store house of the Outlook data, needs your special attention if you want to keep your email communication uninterrupted. The steps given below are simple and are easily implementable. But they are extremely effective in reducing the chances of Outlook PST corruption.

1. Always exit Outlook properly  
   It is very simple - do not close or shut down Outlook application abruptly. Exit it properly and wait for it to close on its own. Before shutting down the system, always check if the Outlook is running or not. Shut down your system only after the proper closing of MS Outlook.
2. Do not save PST file on a server or in a network drive  
   PST files have maximum safety and security on your computer. So do not try to save them on a server or on a network drive.
3. Do not handle large volumes of emails in a single operation  
   Be patient while performing email operations like copying, moving, and deleting. Do not copy, move or delete emails in large numbers. Instead do these operations in many repeated steps.
4. Keep PST file size in check  
   Users of earlier versions of Outlook should strictly adhere to this one (The maximum possible PST file size in Outlook versions prior to 2003 version is only 2 GB. But in Outlook 2003 and 2007 it is 20 GB. In Outlook 2010 and 2013, this limit is pre-configured to be 50 GB). It is better to keep the PST file size well below what is permitted. If required, split PST files to keep its size in check. Or even better put on the Archive mode for your PST. If your PST is corrupted, it will take days to recover, so prevention is better than cure.
5. Be alert against virus attacks  
   Be careful while sharing PST files. Use a good, quick anti-virus program in your system, and ensure that it is not harmful to PST files. Also, ensure that only virus-free applications are there in your system. L3-IT is providing System Center Endpoint Protection as an antiviral system.
6. Backup/Archive the PST file periodically  
   Always be prepared against disasters. Keep backups regularly, so that disasters can cause no permanent damage to the email communication system.

Do NOT install any software(s) other than what is already installed into your laptop by IT. These unwanted software can cause:

1. Your system to become unresponsive
2. Your software(s) license could get corrupted; every licensed software is a cost to company.
3. Permanent data loss, theft of identity, stolen passwords may occur.
4. Viruses from the internet could crawl into the network/browser and disrupt any network resources. Specially Mozilla & Chrome.
5. IT is soon to enroll your computer into Link3 Domain Server which will control every connected resources to it including laptops, desktops and other network resources. So, till the deployment; your patience is highly appreciated.

## For more information

Learn more at: SharePoint Site Link yet to be Produced.